Creating an Extended Enterprise (EE) Portal Account
in the NC Learning Center

IMPORTANT – PLEASE READ: Please only register for classes you are approved to take per your sponsoring Agency/Other Affiliation. All other training is associated with a cost upon registration – not completion.

1. To access the EE portal, type or copy and paste the link below in your Internet browser address bar:
   https://ncgov.csod.com/

2. To create an account, click "**Register – Click here to create account**" link:

3. Complete all *required fields and follow the criteria to create your new password. Click **Login**
   <mark>IMPORTANT</mark>: The "EE Code" is not required, but if you have been given a code by an agency, use it when logging into the portal.

```
* First Name:      [                    ]
* Last Name:       [                    ]
* Email Address:   [                    ]          3
* User ID:         [                    ]
EE Code (Optional) [                    ]
* New password:    [                    ]
* Confirm password:[                    ]

        * Passwords must contain both upper and lower case letters
        * Passwords must contain alpha and numeric characters
        * Passwords must be 8 - 20 characters
        * Passwords cannot have leading or trailing spaces
        * Passwords cannot be the same as the Username, User ID, or email address.

              Already a user?  Login here
              Return to Browsing?  Click here

                    [ Cancel ]   [ Login ]
```

4. Click on the "**First time here? Click for help**." Icon for a quick "Help" document for navigating the portal.

Welcome **NC Learning Center**   Search

Home   Learning   Site Navigation Help Page   NC Training by Program

Hello, Jade, let's get started.

Search

Your Transcript
No assigned training

**4**   [?] First time here?
        Click for help.

Featured Training

Purchasing and Contract Training
NC Department of Administration
The Division of Purchase & Contract is the central purchasing authority for all state departments, institutions, agencies, universities, and community colleges. It also makes certain services available to local governments, public school systems, private colleges and universities, and other non-state entities.

VOTE **Mandatory Compliance Training**
NC State Board of Elections
The State Board of Elections is the state agency charged with overall responsibility for administration of the elections process and campaign finance disclosure in North Carolina.

> NC State Board of Elections Training – Click on the VOTE icon or the title "Mandatory Compliance Training"

5. **Search** for training by training title or keyword(s).

6. Click on the ⚙ icon to see information about your **Account**, system **Help**, and **Log Out** options.

7. **Featured Training** – to view click on the icon or training title, which will open the Global Search page with a list of the training being offered.

8. **Your Transcript** – your requested or registered training will appear on your transcript. This is where you will manage your training, and can always view the training status.
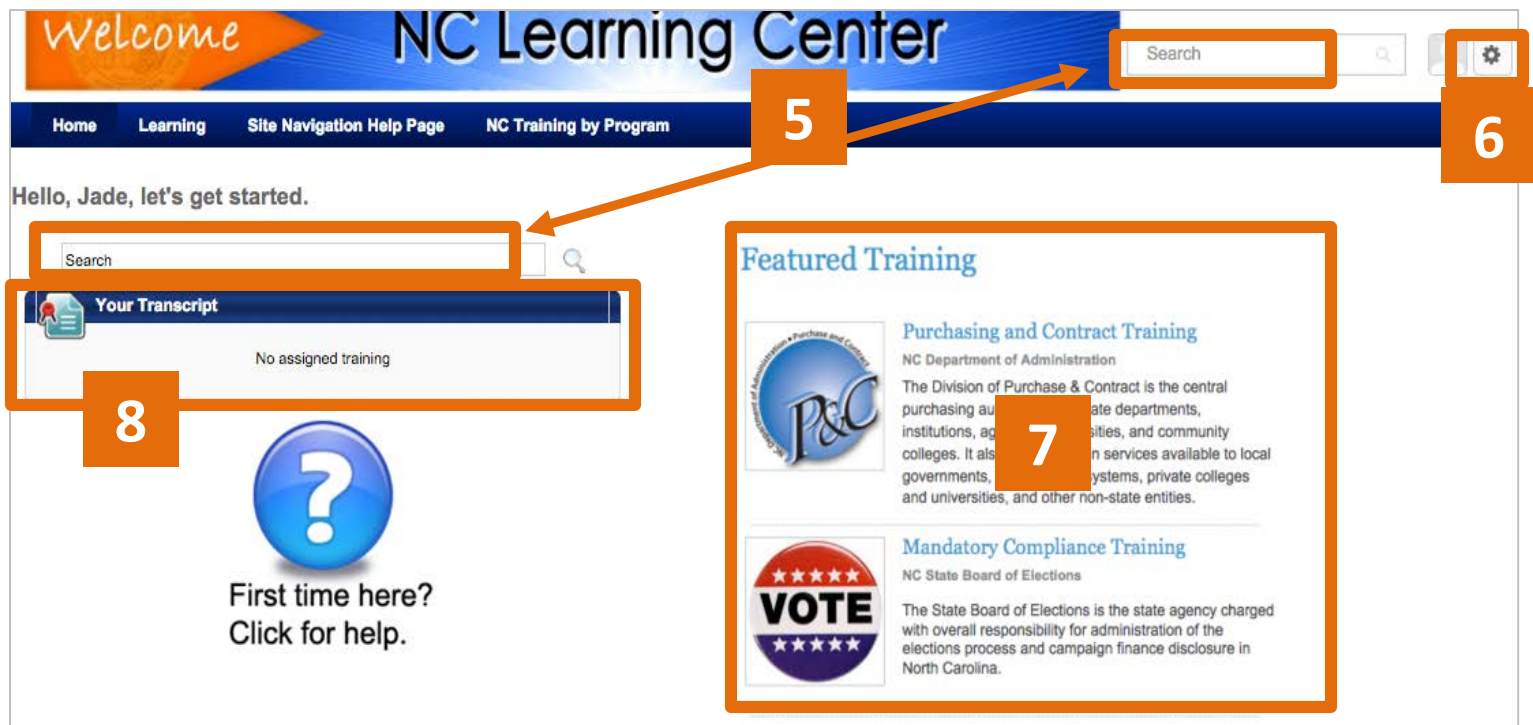
9. At the top of the page you will find the navigation menu bar that will give you another option to access all of the options described above. The navigation links:
   a. Home > Welcome Page
   b. Learning > View Your Transcript
   c. View Training by Program > NC Training by Program (other training offers)
   d. Site Navigation Help > Help Page

*** If additional assistance is needed, please contact***
Vera Miller (vera.miller@nc.gov) or Kristen Adams (kristen.adams@nc.gov)

NC State Board of Elections Training Instructions Addendum:

1. Click on the **VOTE** icon for your training:
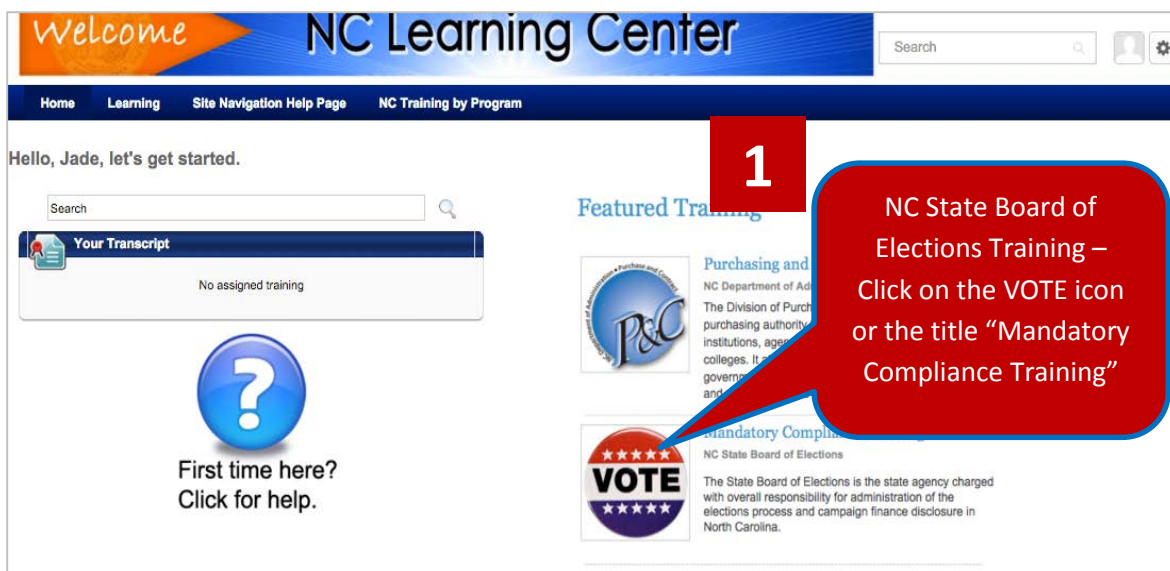
2. Click on the training title of your preference, classroom or online.
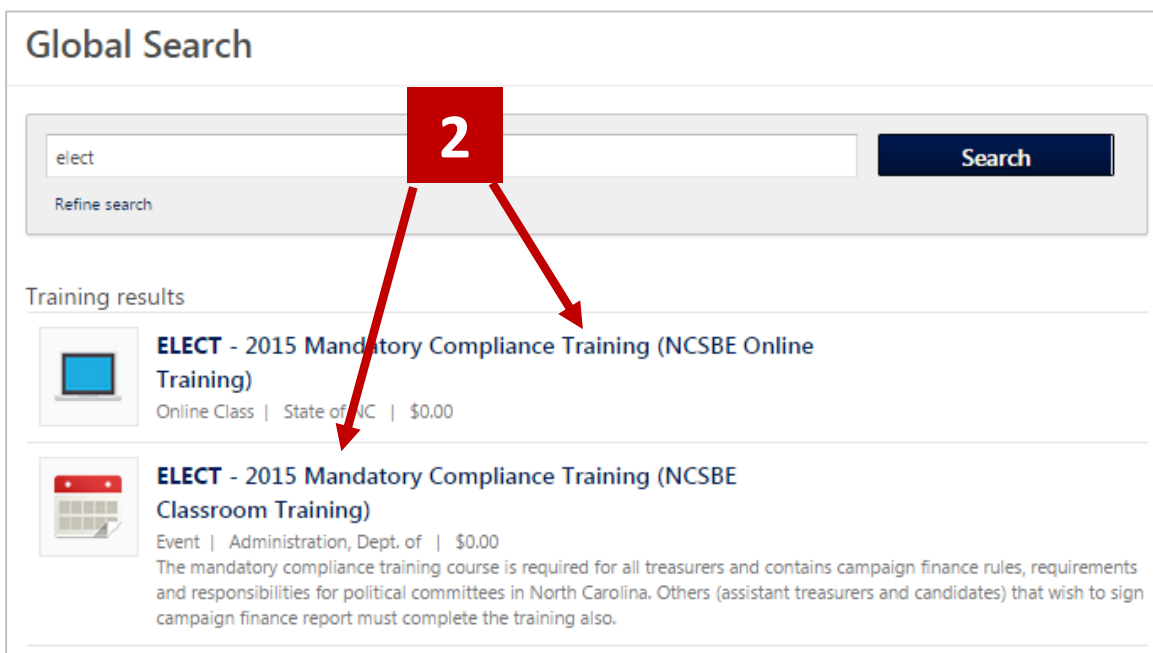
3. **(a)** If **classroom training** is selected, you will be taken to the next screen to **REQUEST** the session you would like to attend.
   (b) If **online training** is selected, you will be taken to the next screen to **LAUNCH** the course.

4. Either training selected will require you to complete a short form for reporting needs. Full Name, Phone Number, and Email Address are **required fields**. All other fields should be completed if they apply.